



Department of Public Works

Street & Park Department  
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**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, JUNE 20, 2019 6:30PM**

**President Patricia Hoffman called the meeting to order at 6:30 PM.**

**Roll Call:** Present: Commissioners Jennifer Amborn, Clay Brandt, Jason Ledbetter, Patricia Hoffman, Marilee Hoffman, and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Excused: Commissioner Rosemary Dolatowski and Park Foreman Aaron DeGrave.

**Approval of May 16, 2019 Park Board Minutes:** President Patricia Hoffman entertained a motion to approve the May 16, 2019 Park Board Minutes. Motion to approve made by Commissioner Amborn. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

**Citizen Comments:** None.

**Aldermanic Report:** Aldermanic Representative Rauch advised the board he was continuing to work with Samantha Schwanke, 425 Dale Drive, regarding the possible future development of Beverly Jo Park. Questions were raised whether the old playground equipment the City was acquiring from Karcher School could work there. Riggs advised the City was still currently working with Dan Bocock, Burlington Area Schools, and well as obtaining quotes for removal of the equipment from the Karcher site. Riggs estimated the cost to remove and reinstall the playground equipment would be approximately \$5000. Talks with the City Engineer would need to occur to determine if the park could be developed to include the playground feature. Once feasibility was determined it the future park development would have to be incorporated in the 2020 budget for City Council approval.

**Baseball 2000 (BB2K) Report:** Bud Milroy, BB2K, was present at the meeting to update the board regarding the group's current financial statements as well as the status of the installation of the new scoreboard.

Milroy advised Lynch donated \$30,000 towards the new scoreboard to include advertising on the bottom. Installation of the scoreboard was scheduled for the week of July 15-19 with Burli Signs supplying the sign, Schneider Electric working on the electrical hookups and the possible use of the crane from Wanasek for the install. Milroy noted Hall of Fame Day was on July 21, 2019 and the hope was to have the scoreboard up by then.

Milroy noted BB2K was working on the application for tax exemption status for the organization. Milroy also noted once the stump was removed from the area, the information center that was discussed at previous meetings would be going up. Milroy advised the board the need for bleacher replacement as well as the parking lot sealed. Milroy also voiced his concern with the water drainage issues particularly in the right field area. Riggs advised City staff intended to complete the removal of the spoil piles from the light poles along the 1<sup>st</sup> base dugout as well as the stump removal. Funding for the sealing of the parking lot is available and the City was working on completing that this fall. Riggs noted the removal of the pole stump and walkway would also be completed now that the wet weather has subsided. This project included the removal and replacement of the concrete base around the pole on the 3<sup>rd</sup> base side along with the walkway / stairs that connect to it.

Riggs noted the larger issues for the board to be aware of regarding Beaumont are the need for the bleacher replacement as well as the ongoing storm water issue. Approximate cost for the replacement of the bleacher would be about \$15,000 depending on the style. Riggs noted park development funds could be used for this; however is not currently budgeted for. President Patricia Hoffman questioned what, if any, solutions there were regarding the water issues and their costs. Riggs advised the main cause of these storm water issues is due to an undersized storm sewer on Milwaukee Avenue. Basically the storm sewer in place there is not sufficient and unable to keep up. Milroy noted when Milwaukee Avenue was widened several years ago the water problems began. Milroy noted a temporary solution would be to install a French drain with an approximate cost of \$5000-\$6000.

#### **Director of Public Works Report:**

Riggs advised the City seasonal staff in and working well. Maintenance at the Burlington Cemetery has been improved and the City is working well with the sexton to coordinate. New Park Attendant started and was working well with staff with seasonal staff working his off days.

Riggs advised the branding committee was working with the City regarding park signage. Currently the City has 11 park name signs. After the survey of the parks the need for 21 additional signs was found. Also staff removed all of the old park rules signs from the parks. These would eventually need to be replaced along with messaging signage (24). Also bike trail and wayfinding signage would also need to be updated. All of these signage options would be included in the Comprehensive Outdoor Recreation Plan (CORP).

#### **New Business:**

##### **A. Discussion regarding Development Impact Fees.**

Riggs stated this issue would be tabled. Riggs advised the City currently has a development fee that is charged to any new development of \$500 per dwelling unit. This fee is payment in lieu of establishing a park or providing designated park land within a development. City Intern, Nick Faust, would be attending a future meeting to present his research findings to the board regarding the impact fees.

##### **A. Discussion regarding a scoreboard update from Burlington Baseball 2000 (BB2K).**

Scoreboard to be installed the week of July 15-19, 2019 with the assistance of Wanasek with a crane to avoid field damage.

##### **B. Discussion regarding preparation of focus groups for the Comprehensive Outdoor Recreation Plan (CORP).**

Riggs advised the board he was looking to gain information from the board regarding the demographics of each park, the language including the descriptive text for each park.

President Patricia Hoffman suggested more tennis courts and continue with more trail signage. Riggs suggested the resurfacing, relining, signage and replacement of the nets at Devor Park.

Aldermanic Representative Rauch questioned if there were any alternatives to the mulch under the playgrounds. Riggs questioned if this would be for new parks or existing as well. Alderman Representative Rauch stated it would be nice to be able to start small and replace existing with possibly the rubberized material which would also assist with ADA compliance. Further questions were raised regarding the ADA walkways being installed in the parks to access equipment. Riggs noted Wagner, McCanna & Steinhoff parks have no trails to access equipment.

Riggs noted Steinhoff Park currently had playground equipment and if connectivity could be made to Grove St, the park would be connected to the main portion of the City through trails.

Commissioner Marilee Hoffman mentioned after looking at the 2017 survey results the public requests of a climbing wall and basketball courts possible at Devor Park. Hoffman also mentioned the possibility of a natural walking trail around Bushnell Park to allow people to watch games while kids are playing.

Aldermanic Representative Rauch mentioned the Wagner Park bathroom being redone and Riggs noted it was already part of the capital items. Rauch also mentioned the possibility of a multi-use court for basketball and pickle ball at McCanna as it's a flat area with sufficient space.

Commissioner Amborn questioned if usage of the Chocolate Fest Grounds was a possibility for installation basketball / pickle ball courts. Riggs stated it could be looked into as the grounds are within walking distance to Riverside, Echo and the area trails. Commissioner Amborn also questioned if there would be grant monies available to redo the bathrooms and a boat launch at Wagner Park. Riggs was confident grant monies would be available.

Commissioner Marilee Hoffman mentioned again how beneficial it would be to have a historic walking route through the City with a marked route using QR codes.

### **Focus Groups**

- Day care facilities
- Bike Burlington (Madonna Carr)
- Community Education Department (Becky Segedal)
- Farmers Market (Carol Reed)
- Historical Society (Don Vandesand)
- Athletic groups – Soccer, baseball, softball, basketball, etc.
- Catholic Central High School athletics (Kyle Scott)
- Burlington High School athletics & Phy Ed - (Sirri Walby)
- Senior Center (Sue Crane)
- Disability groups
- Parents elementary school age children
- Middle & High School age children
- BHS Driven
- Library (Joe Davies, Director)
- Chamber of Commerce (Jan Ludtke)
- Branding Committee
- Bob's Pedal Pushers (Bob Koldeway)
- Area churches
- Wisconsin Vision (WVA) (Jeffrey Erickson)
- Climbing wall (Andrew Debbink)
- Dog Park Board (Guy Williams)

### **Focus Group questions**

- What park & recreation opportunities will promote growth in our community?
- What park & recreation opportunities will promote health & wellness in our community?

### **Survey question options**

The board agreed they would prefer to ask more specific questions during the focus group sessions as they felt more discussion would occur.

**Other Items:** Aldermanic Representative Rauch mentioned a joint Burlington Leadership Team meeting (BLT) to include the City Council and Park Board was scheduled on July 11, 2019 at 6:00 pm in the Public Works meeting room. Further information would be forwarded via email.

Fabulous Fox Water Trail open house was yesterday they would like to forefront the Riverside upgrade and tie it into the trails project.

Due to the majority of board members being out of town in July, it was determined the regularly scheduled meeting for July 18, 2019 should be canceled. The next regularly scheduled meeting would be on August 15, 2019.

**There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Marilee Hoffman. Seconded by Commissioner Amborn. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 8:25 PM.**

### **Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works